



## MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS

### Regular Meeting Minutes

Wednesday, April 2, 2003

4:00 P.M., Room 107

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#### I. CALL TO ORDER

The meeting was called to order by Vice President Murdaugh at 4:05 p.m.

Others present: Commissioner Smith, Civil Service Personnel Director Karen A. Scholle;

Attorney Robert Dubault of Warner Norcross & Judd. Absent: President DeForest, with notice.

#### II. MINUTES

Motion by Smith, support by Murdaugh, to approve the minutes from the March 25, 2003 regular Civil Service Commission meeting as written.

VOTE: Two yeas, zero nays. Motion carries.

#### III. ACTION AGENDA

No other action was taken at this meeting.

#### IV. CIVIL SERVICE PERSONNEL DIRECTOR'S REPORT

##### A. CSC March meeting

The Director advised the Commissioners of dissatisfaction expressed with the outcome of the March 25 hearing.

##### B. Office Activities

Nothing new to report.

#### V. STATUS OF RECRUITMENTS

A. Account Clerk 2003: Thirty-seven applications on file.

B. Assistant City Engineer: Position on hold per City Engineer's request.

C. City Seasonals 2003: One hundred fifty-five applications on file.

D. Clerical Assistant/Clerk's Office: Position on hold per City Clerk's request.

E. Electrical Inspector: Twenty applications on file. Oral exams scheduled for April 1.

F. Firefighter 2003: One hundred seven applications on file with 5/31 deadline.

G. Police Clerk 2002: Contingent offer extended to one candidate; waiting for Police Department to complete candidate background check.

H. Police Clerk 2003: Forty-four applications on file.

I. Police Officer 2002: Contingent offers extended to two candidates.

J. Police Officer 2003: One hundred eighty-two applications on file; letters on oral interviews sent out.

K. Water Plant Operator: Waiting on Plant Supervisor's decision for next step.

#### VI. APPOINTMENTS

##### A. New Appointments

Permanent

Seasonal/Part Time

##### B. Promotions:

Permanent Employees

Seasonal/Part Time

- C. Transfers  
Permanent Employees

Seasonal/Part Time

- D. Reclassifications  
Permanent Employees

Seasonal Employees

VII. DISCIPLINARY ACTIONS

- A. Warning Letters  
Permanent Employees

Seasonal/Part Time

- B. Suspensions  
Permanent Employees

Seasonal/Part Time

- C. Terminations  
Permanent Employees

Seasonal/Part Time

VIII. SEPARATIONS

- A. Resignations  
Permanent Employees

Seasonal/Part Time

- B. Job Terminations  
Permanent Employees

Seasonal/Part Time

- C. Other  
Retirements

Permanent Employees

Michael Ferrier, Police Officer, 3/28/03.

IX. OTHER PERSONNEL ACTIONS

- A. Certificates of Training Excellence  
Managing Co. Tactical Operations – Decision

Arthur Backstrom, Fire Lieutenant, 1/22/03.

Carl Eigenauer, Fire Captain, 1/22/03.

Robert Lynch, Firefighter, 1/22/03.

Ross Morningstar, Firefighter, 1/22/03.

Managing Co. Tactical Operations – Preparing

Arthur Backstrom, Fire Lieutenant, 1/21/03.

Carl Eigenauer, Fire Captain, 1/21/03.

Robert Lynch, Firefighter, 1/21/03.

Ross Morningstar, Firefighter, 1/21/03.

**B. Letters of Commendation**

**C. Reassignment of Duties**

**X. OTHER BUSINESS**

Attorney Rob Dubault conducted Harassment/Sexual Harassment Training for the commissioners.

**XI. ADJOURNMENT**

With no other business to attend to, the meeting adjourned at 5:31 p.m.

Submitted by,

Karen A. Scholle, Civil Service Personnel Director

The City will provide necessary appropriate auxiliary aids and services, to individuals with disabilities who want to attend the meeting, upon 24-hour notice to the City of Muskegon. Please contact 933 Terrace Street, Muskegon, MI 49443 or by calling (231) 724-6716 (voice) or (TDD) (231) 724-6773.

(04 03 CSC Minutes)